



# U.S. EMBASSY MUSCAT VACANCY ANNOUNCEMENT

<b>NO.</b> <b>30/14</b>	<b>SUBJECT:</b> <b>Human Resources Assistant</b>	<b>DATE:</b> <b>08/17/2014</b>
----------------------------	---	-----------------------------------

**DATE:** Sunday, August 18, 2014

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Assistant, FSN-8\*

**OPENING DATE:** Monday, August 18, 2014

**CLOSING DATE:** Open Until Filled

**WORK HOURS:** Full time, 40 hours/ week

**SALARY:** \*Ordinarily Resident (OR): OMR 11,246.000 p.a. (Starting salary including allowances)

**NOTE: ALL APPLICANTS MUST PROVIDE APPROPRIATE, VERIFIABLE DOCUMENTATION WITH THEIR APPLICATIONS SUCH AS ID CARD /WORK AND RESIDENCY PERMITS ACCORDING TO HOST COUNTRY LEGAL REQUIREMENTS TO BE ELIGIBLE FOR CONSIDERATION.**

**ONLY QUALIFIED APPLICANTS WHO HAVE SUBMITTED THE [APPLICATION FORM \(DS-174\)](#) WILL BE CONSIDERED FOR AN INTERVIEW.**

**APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

---

The U.S. Embassy in Muscat is seeking qualified candidates for the position of Human Resources Assistant in the Human Resources Office.

## **BASIC FUNCTION OF POSITION:**

Provided guidance on HR policies and procedures relating to health insurance, performance evaluation and incentive awards programs. Performs HR functions relating to recruitment, orientation and reporting of new employees.

## **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Education: Completion of secondary school is required.
- Prior Work Experience: Two years' of progressive Management experience of which minimum of one year experience in HR or general administration.
- Language Proficiency: Level III (good working knowledge) in written and spoken English and Arabic is required. A test will be administered.
- Knowledge: Must be familiar with 3FAM and 3FAH contents. Must have a good knowledge of general office operations and procedural requirements pertaining to functions performed in the Personnel Office. Must be well aware about the local banking system and practices. Must have a detailed knowledge of the LCP and LE Staff Handbook. Must have a good working knowledge of local labor law and employment practices.
- Abilities and Skills: Must have drafting skills and pass qualifying examination (both Arabic and English). Must be capable in doing formal translations from English to Arabic and vice versa. Must be able to use standard computer software, i.e. Word, Excel.

## **SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (USEFMs), Members of Household (MOHs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#));
2. For candidates who claim U.S. Veterans preference, a copy of their Form DD-214 with their application. For candidates who claim conditional U.S. Veterans preference, documentation confirming eligibility for a conditional preference in hiring.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Embassy of the United States of America  
Attention: Human Resources Officer  
P.O. Box 202, Postal Code 115,  
Madinat Al Sultan Qaboos, Muscat Sultanate of Oman  
Email: [Muscat-Recruitment@state.gov](mailto:Muscat-Recruitment@state.gov)

**POINT OF CONTACT:**

Telephone: 2464-3400  
FAX: 2464-3770  
Email: [Muscat-Recruitment@state.gov](mailto:Muscat-Recruitment@state.gov)

***CLOSING DATE: Open Until Filled***

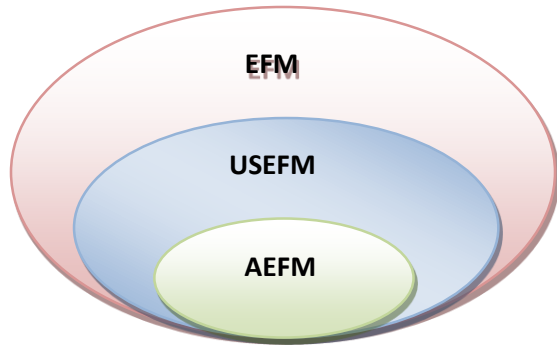
The U.S. Mission in Muscat provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**DISTRIBUTION A:** All Employees

Approved/Cleared: HRO GLawson  
Drafted: HRS RAyyappan

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- **Is** listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (**AIT**), and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **\*Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).